

City of Seattle
Civil Service Commission
June 15, 2011

APPROVED JULY 6, 2011

Call to Order: Acting Chair, Commissioner Ellis Casson, called the regular meeting to order at 9:30 a.m. The meeting was in Suite 1679 of the Seattle Municipal Tower, 700 Fifth Avenue, Seattle, Washington 98124.

In Attendance:

Commissioner Ellis H. Casson
Commissioner Gregg Hirakawa
Glenda Graham-Walton, Executive Director
Teresa Jacobs, Administrative Staff Assistant
Gary Smith, Assistant City Attorney
Sumeer Singla, Assistant City Attorney

Not in Attendance:

Commission Chair Steven Jewell

PUBLIC COMMENT

No one signed up to speak

ACTION ITEMS

1. Approval of Minutes:

Approval of May 18, 2011 Meeting Minutes: Commissioner Hirakawa moved to approve the monthly minutes. Commissioner Casson seconded the motion. The motion passed.

2. Review Monthly Case Status Report & Appeal-New, Review & Update:

The Commission reviewed the monthly case status report.

- **Executive Session: The Commission went into Executive Session at 9:40 a.m. The Executive Session ended at 10:10 a.m.**

3. **Appeals-New, Review & Update:**

Review

- **Manion v. Personnel Department-CSC No. 11-07-002:** The Commissioners tabled until the July meeting for the return of Commission Chair Jewell.
- **Tiura v. Human Services Department-CSC No. 10-01-019:**
The Commissioners tabled until the July meeting for the return of Commission Chair Jewell.
- **Stoner v. Finance and Administrative Services-CSC No. 11-03-005:**
The Commissioners tabled until the July meeting for the return of Commission Chair Jewell.

DISCUSSION ITEMS

4. **Guest: New Director of Personnel Dave Stewart:** Dave Stewart was present to address the Commission on issues that are currently before the Commission. He has reviewed the Service Credit Draft Legislation and the issue regarding Internal Grievance process and assured the Commission, future meetings with the Executive Director would take place, and keeping a line of communication with CSC would ensue.
5. **Monthly Summit (Budget) Report:** The Executive Director reported the budget is on track as of June.
6. **Commission Rule Review-1st Draft Revisions/Additions:** The Commissioners tabled the decision until the July meeting for the return of Commission Chair Jewell.
7. **Old/New Business/Update/Pending:** The Commission reviewed the documents that were updated regarding Service Credit and Appeal (intake) form. No action was taken.
 - Service Credit Legislation-Timeline
 - CSC Forms Update-Internal Grievance Procedure.

Update:

- **Forego the July or August Commission Meeting:** Commissioner Hirakawa stated he had a possible conflict in July and proposed to move the meeting to earlier in the month. He will check his schedule and notify staff regarding his availability. The Commission agreed to forego the August meeting.

Adjourn: The meeting adjourned at 10:40 a.m.

Respectfully Submitted:

/s/ Teresa R. Jacobs 7/6/2011

Teresa R. Jacobs
Administrative Staff Assistant

Approved by:

/s/ Steven A. Jewell 7/6/2011

Steven A. Jewell, Commission Chair

Date